

CITY OF LYNNWOOD  
TRANSPORTATION BENEFIT DISTRICT BOARD REGULAR MEETING MINUTES  
October 19, 2016

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2 10. CALL TO ORDER – The October 19, 2016 Regular Meeting of the City of Lynnwood  
3 Transportation Benefit District (TBD) Board, held in the Council Chambers of Lynnwood  
4 City Hall, was called to order by Board President Cotton at 7:02 p.m.

5  
6 20.

ROLL CALL

Board President Ian Cotton  
Board Vice President Benjamin Goodwin  
Board Member M. Christopher Boyer  
Board Member Ruth Ross  
Board Member Shannon Sessions  
Board Member Shirley Sutton  
Board Member George Hurst

OTHERS ATTENDING

Public Works Director Franz  
Deputy PW Director Elekes  
Resident Capital Project Eng. Mach  
Executive Assistant Morris

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8  
9 30 APPROVAL OF MINUTES – JULY 27, 2016 SPECIAL MEETING

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11 *Motion made by Board Member Boyer, seconded by Board Member Session, to approve the*  
12 *minutes of the July 27, 2016 Special Meeting. Motion passed unanimously.*

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14 40. VOUCHER APPROVAL

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16 *Motion made by Board Member Boyer, seconded by Board Member Ross, to approve claims*  
17 *in the amount of \$18,164.06. Motion passed unanimously.*

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19 50. CITIZEN COMMENTS AND COMMUNICATIONS

20  
21 None.

22  
23 60. CONSIDERATION, DISCUSSION, AND POSSIBLE ACTION ON RESOLUTION #9 –  
24 AMEND THE TBD CHARTER

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26 Resident Capital Project Engineer David Mach made the staff presentation. He explained  
27 that this is basically a housekeeping item to amend the charter to reflect the current law.

28  
29 *Motion made by Board Member Boyer, seconded by Board Member Ross, to adopt*  
30 *Resolution No. 9, "A RESOLUTION OF THE LYNNWOOD TRANSPORTATION BENEFIT*  
31 *DISTRICT; RELATING TO THE DISTRICT'S CHARTER; AMENDING SECTION 4.01(B)*  
32 *OF RESOLUTION NO. 1." Motion passed unanimously.*  
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1 70. CONSIDERATION, DISCUSSION, AND POSSIBLE ACTION ON A CONTRACT  
2 AMENDMENT BETWEEN THE TBD AND THE WASHINGTON STATE  
3 DEPARTMENT OF LICENSING  
4

5 Resident Capital Project Engineer Mach made the staff presentation. He explained that this  
6 also is a housekeeping item and also has to do with the \$20 to \$40 license fee increase.  
7

8 *Motion made by Board Member Boyer, seconded by Board Member Ross, to approve the*  
9 *contract amendment to the Interlocal Agreement with the Washington State Department of*  
10 *Licensing to: Update the DOL Contract Manager; Increase the fee collected by DOL to \$40*  
11 *effective February 1, 2017; Amend Section 1 Definitions; and to add an Assignment Clause.*  
12 *Motion passed unanimously.*  
13

14 80. PRESENTATION, DISCUSSION, AND APPROVAL OF THE 2015 TBD ANNUAL  
15 REPORT  
16

17 Resident Capital Project Engineer Mach reviewed the report starting on page 80-2 of the  
18 TBD Board packet. This summarizes the meetings that occurred in 2015 and provides the  
19 revenue generated which is around \$550,000 and expenditures of approximately \$590,000.  
20 There was a larger fund balance which is the reason for the difference in the two numbers. It  
21 also identifies the projects and where the funds were spent.  
22

23 Board Member Sutton asked how this compared to 2014. Resident Capital Project Engineer  
24 Mach stated that all the information is available online, but from year to year the revenues  
25 have gone up slightly since 2010.  
26

27 *Motion made by Board Vice President Goodwin, seconded by Board Member Boyer, to*  
28 *approve the 2015 TBD Annual Report. Motion passed unanimously.*  
29

30 90. CONSIDERATION, DISCUSSION, AND POSSIBLE ACTION ON ORDINANCE No. 11  
31 – 2016 BUDGET AMENDMENT  
32

33 Resident Capital Project Engineer Mach made the staff presentation on the Budget  
34 Amendment. He explained that due to unforeseen circumstances, the 2016 actual beginning  
35 fund balance was \$181,933 lower than the estimated beginning fund balance. As a result  
36 staff recommends amending the 2016 TBD by decreasing the 2016 beginning fund balance  
37 by \$181,933 and decreasing the Overlay Program Fund 311 expenditures by \$181,933.  
38

39 Board Vice President Goodwin asked if it was possible to get a more accurate number  
40 throughout the year. Resident Capital Project Engineer Mach explained that they only visit  
41 this once a year or so which makes it challenging. Because this is only one fund they are  
42 trying to minimize the amount of time staff is investing in this. Deputy Director Elekes  
43 explained that they are tracking throughout the year and checking in a couple times a year.  
44 He explained reasons that expenses were higher than anticipated last year.  
45

46 *Motion made by Board Vice President Goodwin, seconded by Board Member Boyer, to*  
47 *adopt Ordinance No. 11, "AN ORDINANCE OF THE CITY OF LYNNWOOD,*

1        *WASHINGTON, TRANSPORTATION BENEFIT DISTRICT AMENDING THE 2016*  
2        *BUDGET FOR THE CITY OF LYNNWOOD, WASHINGTON, TRANSPORTATION*  
3        *BENEFIT DISTRICT; AND PROVIDING FOR AN EFFECTIVE DATE, SEVERABILITY,*  
4        *AND SUMMARY PUBLICATION.” Upon a roll call vote, the motion passed unanimously*  
5        *(7-0).*  
6

7        100. ORDINANCE No. 12 – 2017 BUDGET  
8

9        A. Public Hearing  
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11        The public hearing was opened at 7:20 p.m. Board President Cotton reviewed the purpose of  
12        the hearing, order of speaking and hearing procedures. Resident Capital Project Engineer  
13        Mach made the staff presentation. He reviewed the table on page 100A-4 of the TBD Board  
14        packet which summarizes the budget.  
15

16        Written Materials: None  
17

18        Public Testimony: None  
19

20        Board Questions:  
21

22        Board Member Sessions asked how a potential future ballot measure might change the  
23        budget. Resident Capital Project Engineer Mach replied that they would have to do a budget  
24        amendment to revise the revenue forecast and the expenditures.  
25

26        Board Member Hurst asked how often revenues come from the State Department of  
27        Licensing. Resident Capital Project Engineer Mach replied that it is monthly. It fluctuates,  
28        but year to year it is fairly consistent.  
29

30        Seeing no further public testimony the public testimony portion of the public hearing was  
31        closed at 7:25 p.m.  
32

33        B. Consideration, discussion, and possible action on said Ordinance.  
34

35        *Motion made by Board Member Boyer, seconded by Board Vice President Goodwin, to*  
36        *adopt Ordinance No. 12, “AN ORDINANCE OF THE CITY OF LYNNWOOD,*  
37        *WASHINGTON, TRANSPORTATION BENEFIT DISTRICT ADOPTING A ONE-YEAR*  
38        *BUDGET FOR THE CITY OF LYNNWOOD, WASHINGTON, TRANSPORTATION*  
39        *BENEFIT DISTRICT FOR THE YEAR ENDING DECEMBER 31, 2017; AND PROVIDING*  
40        *FOR AN EFFECTIVE DATE, SEVERABILITY, AND SUMMARY PUBLICATION.” Upon a*  
41        *roll call vote, the motion passed unanimously (7-0).*  
42

43        110. ADJOURNMENT  
44

45        Board President Cotton announced that the next regular meeting would be held on March  
46        15, 2017 at 7 p.m. in the Council Chambers. A special meeting may be called before then. If  
47        so, the time and place will be advertised in the Everett Herald and on the TBD web page.

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*Motion made by Board Member Boyer, seconded by Board Vice President Goodwin, to adjourn the meeting. Motion passed unanimously.*

The meeting was adjourned at 7:27 p.m.

  
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Ian Cotton, TBD Board President  
\_\_\_\_\_  
Sonja Springer  
Finance Director, Acting as Board Treasurer